

**State of Connecticut
Department of Social Services- Northern Region
Hartford, Manchester, New Britain and Willimantic Offices**

INTERPRETER CLERK

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTONS AT THE BOTTOM OF THIS PAGE!

POSTING DATE: September 30, 2010

CLOSING DATE: October 14, 2010

The Department of Social Services presently is recruiting to fill Interpreter Clerk positions located within its Northern Region which consists of the Hartford, Manchester, New Britain and Willimantic offices.

OPEN TO:	The Public	
POSITION:	Interpreter Clerk (CL-13)	
BARGAINING UNIT:	Administrative Clerical (NP-3)	
SALARY RANGE:	\$37,429.00 - \$ 49,108.00 Annually	
LOCATIONS:	Hartford Office 3580 Main Street Hartford, CT	New Britain Office 30 Christian Lane New Britain, CT
	Manchester Office 699 East Middle Turnpike Manchester, CT	Willimantic Office 676 Main Street Willimantic, CT

JOB RESPONSIBILITIES:
Acts as Interpreter for staff in cases and work situations involving non-English speaking clients or individuals; translates letters and other documents; prepares correspondence; may perform general clerical functions such as processing and maintaining records and files and answering phone inquiries; may operate office equipment including computer terminals or other automated equipment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:
Must be fluent in both English and a second language with the ability to speak, read and write in both languages clearly. Must have excellent interpersonal skills and the ability to communicate clearly in both English and the second language to clients, staff and others. Must have ability to follow oral and written instructions.

EXPERIENCE AND TRAINING:
Any experience or training that reasonably could be expected to provide the knowledge, skills and abilities listed above.

SPECIAL REQUIREMENTS:

Spanish speaking candidates are encouraged to apply.

Incumbents in this class may be required to travel.

Note: These positions will be filled by candidates who are eligible for appointment as an Interpreter Clerk and will be filled in accordance with all State Re-employment, SEBAC, Transfer, Merit Promotional, and Certification Rules as mandated by the State of Connecticut and the applicable bargaining unit contract. State employees currently holding the above title, or who have previously attained permanent status may apply for Lateral Transfer.

APPLICATION PROCEDURE:
Candidates must complete and submit a State of Connecticut Application for Examination and Employment form (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. The application must be typed (computer data entry) or printed clearly, fully completed, and signed and dated prior to submission. Please be sure to indicate the Position Title and Office Location(s) for which you are applying on your CT-HR-12 application form. Please submit your CT-HR-12 application form by either FAX or U.S Mail. If you fax your application please do not also send a copy by mail. When faxing, keep a copy of your completed application and the fax transmittal receipt for your records. Your completed and signed application must be received by no later than Thursday, October 14, 2010 and should be forwarded to:

**Delores Atwater, Human Resources Associate
Department of Social Services
3580 Main Street, Hartford, CT 06120-1187
FAX: (860) 566-1768**

APPLICATIONS MUST BE RECEIVED ON OR BEFORE THE CLOSE OF BUSINESS ON THURSDAY, OCTOBER 14, 2010

The Department of Social Services is an Equal Opportunity / Affirmative Action Employer